

**INSTRUCTIONS FOR NURSERY FLORAL
CHANGE OF BUSINESS CLASSIFICATION
FORM NO. RNF-501**

SECTION A

1. VERIFICATION INFORMATION

Enter your Full Legal Business Name, TDA Client Number, and TDA License Number.

SECTION B

1. REGISTRATION INFORMATION

Please check the appropriate box to indicate the type of business classification to which you are changing.

Class 1 - Allows businesses to sell, lease, or distribute, but not grow nursery products and/or floral items such as garden centers, stores, landscape contractors, floral shops, interior decorators, and street vendors. Class 1 certificate holders may obtain up to ten event permits at no additional cost to sell, lease, or distribute nursery floral products and/or floral items at trade shows, garden shows, or other horticultural exhibits.

Class 2 – Allows permanently located businesses to sell, lease or distribute, nursery products and/or floral items and have a growing area of 435,600 square feet (ten acres) or less. Class 2 certificate holders may obtain up to ten event permits at no additional cost to sell, lease, or distribute nursery floral products and/or floral items at trade shows, garden shows, or other horticultural exhibits.

Class 3 – Allows permanently located businesses to sell, lease or distribute, nursery products and/or floral items and have a growing area of 435,601 – 871,200 square feet (in excess of ten acres to twenty acres). Class 3 certificate holders may obtain up to ten event permits at no additional cost to sell, lease, or distribute nursery floral products and/or floral items at trade shows, garden shows, or other horticultural exhibits.

Class 4 – Allows permanently located businesses to sell, lease or distribute, nursery products and/or floral items and have a growing area 871,201 square feet (over twenty acres). Class 4 certificate holders may obtain up to ten event permits at no additional cost to sell, lease, or distribute nursery floral products and/or floral items at trade shows, garden shows, or other horticultural exhibits.

Class M – Allows business to sell, lease, or distribute nursery products and/or floral items at temporary markets such as flea markets, arts and crafts shows, plant or flower shows, or other temporary markets. Class M registrants must obtain an event permit for each day nursery products and/or floral items are sold. Thirty event permits are provided at no additional cost.

An event permit is required for sale or distribution of nursery products or floral items at a temporary location as indicated above under each certificate type. One event permit equals one day (or any portion of a 24 hour period) of operation at one location.

Additional event permits may be purchased in blocks of 10 permits at a cost of \$50 per block. Please refer to the Nursery Floral Event Permit Block Purchase form and instructions for more information.

SECTION C

1. PAYMENT

NOTE: Texas Department of Agriculture accepts only checks, cashier's checks, or money orders.

Indicate the month, day, and year in which the certificate should become effective.

To upgrade to the next class of license the fee is \$35.00.(for each class) For example you want to upgrade to a class 2 license from your current class 1 the fee is \$35.00. If you want to upgrade to a class 3 from a class 1 the fee would be \$70.00.

Downgrading to a lower class does not require a fee.

Certificates and fees are NOT transferable.

Check method of payment. Enter check number or money order number. See fee table for payment information. Enter amount remitted.

Please remit to: Texas Department of Agriculture, P.O. Box 12076, Austin, Tx. 78711-2076.

Additional Information

Each location is required by law to renew its registration annually by the expiration date. Failure to renew will result in late fees.

Businesses operating with an expired certificate or without registering with the department may be subject to administrative penalties up to \$2,000 for each violation. Each day a violation continues may be considered a separate violation for penalty assessment.

Anyone making false representation for obtaining a certificate may have a certificate revoked and/or may be liable to the State for civil penalty of not less than \$50.00 nor more than \$1,000 for each violation and/or subject to administrative penalties of up to \$2,000 for each violation. Each day a violation continues may be considered a separate violation for purposes of penalty assessment. (Texas Agriculture Code §12.020, 71.055 and 71.059).

To promote Texas agricultural products and services, the Texas Department of Agriculture may publish the names, license types, contact persons, addresses and phone numbers of licensed businesses in written form or on the internet. Under Texas law, TDA may be required to furnish other information contained in our files under the Texas Open Records Act and Chapter 555 of the Texas Government Code.

SECTION D

1. SIGNATURE

After reading the summary, print and sign your name, and date the form. Your signature here indicates that you have read the summary and that you are aware of your responsibilities regarding the issuance of the requested license.

SECTION E

Please note that an incomplete application may result in processing delays.

1. CHECKLIST

Check all boxes to verify you have completed the application process and attached/enclosed the necessary items (e.g., payment, documents, labels, etc).

NOTE: Integrated Pest Management Plan

A nursery or greenhouse grower, in cooperation with the Texas Cooperative Extension or research agencies, develops an Integrated Pest Management Plan (IPM). The plan is approved by TDA prior to implementation.